



USAID | AFGHANISTAN

FROM THE AMERICAN PEOPLE

Solicitation open to: Afghan Nationals ONLY
Position Title: Secretary
Type of vacancy: Single Position
Opening date: June 22, 2014
Closing date: July 06, 2014
Vacancy announcement #: USAID/306/14/59/RLO
Work Hours: 40 hours (Full time)
Position Grade: FSN-7

The United States Agency for International Development (USAID) Afghanistan is inviting applications from Afghan Nationals for the position of Secretary in the Regional Legal Office (RLO) under the Office of the Mission Director.

BASIC FUNCTION OF THE POSITION:

The Secretary will serve as a member of the USAID/Afghanistan Regional Legal Office (RLO). RLO provides legal advice and counsel to USAID/Afghanistan on all aspects of Mission's operations, ranging from legal guidance on the U.S. and Afghan laws and regulations applicable to USAID programs and operations in Afghanistan, to drafting and negotiation of bilateral agreements with the Government of the Islamic Republic of Afghanistan and everything in between.

MAJOR DUTIES AND RESPONSIBILITIES:

Administrative management of the RLO office, including the following duties:

- Scheduling and maintaining calendars for RLO staff and the section's programs and events;
- Answering phones, managing calendars, coordinating meeting and events, reservation of conference rooms;
- Receiving and controlling incoming correspondence/communications; review, proof and edit documents, including documents submitted to RLO for clearance by other Mission offices;
- Drafting RLO memorandums, correspondence, reports and other documents; reviewing outgoing correspondence, reports, etc., for format, grammar, punctuation and removing typographical errors;
- Overseeing Mission's response to Freedom of Information Act (FOIA) requests by organizing Mission-wide responses to these large data calls. Coordinating and/or preparing responses to taskers, through following up with staff members to insure that various commitments made are met by the staff;
- Assistance in preparing responses to audit and reports submitted by audit and oversight agencies;

- Organizing RLO-led trainings and maintaining RLO training records.
- Requisitioning office supplies for internal office use and recurrent RLO led training support, organizing repairs on office equipment and printing services;
- Organizing the flow of clerical processes in the office;
- Designing, organizing and maintaining RLO filing and records management system, and overseeing record retention and disposal in the Office; and
- Arranging travel for RLO staff and completion of travel vouchers; keeping abreast of various procedural requirements, for example, procedures required to process travel vouchers.

QUALIFICATIONS REQUIRED:

Education: At minimum of two years of post-secondary study at college or university in business administration, management, secretarial science or office management, public administration or any other related social science and liberal arts field is required. Formal legal education as a paralegal or lawyer would be highly desirable.

Experience: At least two years of experience in administration, secretarial positions and/or management roles in a professional setting, such as a law office, corporation, governmental agency or non-governmental organizations is required. Work experience as a paralegal or lawyer would be desirable.

Language: Level III (Good working knowledge) speaking/reading/writing of English language and Level IV (Fluent) speaking/reading of Dari and/or Pashto is required.

Knowledge: While specific knowledge of Afghanistan is not required, knowledge of administrative processes and procedures of United States Government (USG) agencies is desirable. The incumbent must respect, be able to maintain confidentiality and needs to have knowledge in handling of sensitive documentation. Incumbent must have competency in using MS office suite and office equipment.

Skills and Abilities: Excellent organizational skills are required as the RLO operates under constant time constraints. The incumbent must be able to accurately follow instructions, properly prioritize work, handle multiple tasks simultaneously, take ownership of assignments and possess excellent time management skills, including the ability to complete assignments within established deadlines, and be detail oriented.

HOW TO APPLY

Applicants are requested to submit a complete application package which must include all required documents to afpakjobs@usaid.gov and AfUSAIDJobs@state.gov with a **Subject line: (Secretary (RLO1459))**

ANY/ALL application submissions after the closing date of July 06, 2014 will not be considered.

REQUIRED DOCUMENTS:

1. Cover memo/email outlining your qualifications and experience against the selection criteria.
2. Application for Employment (AE) as a Locally Employed Staff (DS-174) http://kabul.usembassy.gov/job_opportunities2.html <http://www.state.gov/documents/organization/136408.pdf> and/or
3. A current resume or curriculum vitae that provides the same information found on the DS-174 form.

(We understand that not all applicants are able to download the application from the internet. Please state this in your cover memo/email if this is the case. For candidates who are short listed, a DS 174 will be required in order to advance in the process.)

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient information to make a determination will not be considered.
- Ø No in-person appointments or telephone calls will be entertained.
- Ø **Female applicants are strongly encouraged to apply.**

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ALL ETHNIC GROUPS AND BOTH GENDERS ARE URGED TO APPLY**